

Employment Training Panel (ETP) Application to Contract Process

1. Registration: Applicant registers for an account in ETP's Cal-E-Force system



2. Application: Applicant submits an application with all necessary information and any required documents in ETP's Cal-E-Force system



3. Funding/Priorities/Eligibility/Complete Information: ETP determines contracting eligibility based on ETP's Fiscal Year funding priorities and funding allocations and information provided is complete



4. Development: Eligible applicants move to the Regional Office (RO) for development



5. Proposal: RO Development Analyst works with the Applicant to develop an application proposal for funding



6. Panel Presentation: The proposal is presented and voted on by the eight Panel members of ETP



7. Contract: If proposal is approved by Panel members, a contract is sent to the applicant for signature



8. Training Starts: ETP funded training can begin at the determined contract start date